NCI-FDA Research and Regulatory Review Fellowships Guidelines for Application

Application Materials

The following application materials are required, as described below:

- Personal statement of research goals
- *Curriculum vitae*
- Three letters of reference
- Academic transcripts
- Other documentation

Personal statement of research goals. In narrative form describe your research interests and goals and how these relate to the field of cancer research and regulatory review. Please also provide insight into your short-and long-term career goals, and explain how the IOTF will help you in achieving those goals. Limit your personal statement to two typed, single-spaced pages and use 12-point font and 1" margins (approximately 1,000 words).

Curriculum Vitae. Please refer to *Guidelines for Application/Information to Include in Curriculum Vitae* section.

Letters of Reference. Three current and original letters of reference must be sent directly to the CCR Office of Training and Education by individuals in the scientific/academic community who have knowledge of your scientific accomplishments, motivation, and skills. Letters should be addressed to the Program Director, Dr. Jonathan Wiest; typewritten on official letterhead; written in English; and contain an original signature. A faxed copy is acceptable provided that the original letter is sent by mail and postmarked on or before the deadline for the appropriate program. Photocopies and electronic copies are *not* acceptable.

AcademicTranscripts. Copies of all graduate and undergraduate transcripts (and/or translations, if applicable) must be submitted directly to the CCR Office of Training and Education.

Other Documentation. Permanent residents of the United States must submit proof of eligibility for citizenship. The I-551 stamp in a passport is acceptable; "Employment Authorization" documents are not acceptable.

Information to Include in *Curriculum Vitae*

- Applicants are encouraged to use their current curriculum vitae and to add any necessary information.
- Please include your name on each page of the curriculum vitae.
- Some of the information requested below will not be applicable to all individuals.
- Please do not print or type your information on this page.

Date Prepared

_____

Personal Information

_____

Name (First middle last)
Gender (*optional*)
Race (*optional*)
Date of birth
Place of birth (city, state, country)
Home address
Work/school address
Telephone (*if more than one telephone number is provided, please indicate preferred contact*)
Fax
E-mail (*if more than one e-mail address is provided, please indicate preferred contact*)

Citizenship

_____

Country of citizenship
U.S. permanent resident number, if applicable

Education

_____

Please list all colleges and universities attended and any other relevant training. Include the following information for each institution:

School, department, city and state, country
Dates attended, academic major, degree, year degree awarded/expected

Work Experience

_____
Please list current and past employment. Include the following information for each position:

Title, employer's name, address, and telephone
Dates of employment, hours per week
Brief description of duties and accomplishments

Other Information

_____
Please note that the items requested below may not be relevant to all applicants.

Board certification
Committees
Grants awarded
Honors and awards
Patents
Peer-review service
Professional licenses
Professional society memberships
Scientific presentations
Teaching

Research Interests

_____
Please provide a few key words that describe your research interests.

Bibliography

_____
*Please list all publications and indicate whether they are "published," "in press,"
"submitted," or "in preparation." Please list full-length manuscripts and abstracts separately.*

How to Submit Application Materials

If you are interested in applying to the IOTF and meet the eligibility requirements (refer to
Eligibility section), you may submit your application either:

• Email: send materials to wiestj@mail.nih.gov
• Via postal mail

***Please select only one method by which to submit your application. If more than one
application is received for an applicant, only the first application received will be considered.***

Applying By Email

Personal Statement of Research Goals and *Curriculum Vitae*. Please send our Application to wiestj@mail.nih.gov. And provide your personal statement of research goals and *curriculum vitae* as two separate documents. The application must be submitted on or before the appropriate deadline for the desired program.

Letters of Reference, Academic Transcripts, and Other Documentation. Three letters of reference, academic transcripts, and other documentation materials should be sent directly to Dr. J. Weist (refer to *Contact Information* below). All application materials must be postmarked on or before the appropriate deadline for the desired program.

Application Deadline: As Appropriate for Each program

Contact Information

Send application materials to:

Jonathan S. Wiest, Ph.D.
Associate Director
CCR Office of Training and Education
Center for Cancer Research
National Cancer Institute
9609 Medical Center Drive
Rm. 2W104
Bethesda, Maryland 20892-9707

Direct further inquiries to:
Coordinator
Telephone: (240) 276-5628
http://iotftraining.nci.nih.gov

Selection for these positions will be based solely on merit, with no discrimination for non-merit reasons, such as race, color, gender, national origin, age, religion, sexual orientation, or physical or mental disability. NIH and FDA provide reasonable accommodations to applicants with disabilities. If you need reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be handled on a case-by-case basis.

THE NIH/NCI AND FDA ARE AN EQUAL OPPORTUNITY EMPLOYER.